



# CITY OF HOUSTON

## Job Posting

1	cd	Applications accepted from:	ALL PERSONS INTERESTED
2		Job Classification	ADMINISTRATIVE SPECIALIST
3		Posting Number	PN# 107172
4		Department	Department of Public Works & Engineering
5		Division	Engineering and Construction Division
6		Section	Geo-Environmental Services Branch
7		Reporting Location	611 Walker
8		Workdays & Hours	M - F, 8 a.m. - 5 p.m.

9

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions related to the activities of the Geo-Environmental Services Branch. Drafts, edits, and revises correspondence, reports, RCAs and other documents. Interprets and disseminates administrative policies, rules, regulations, procedures for stall implementation. Prepares periodic and special reports; compiles information and maintains division reference information. Organizes inventory, cataloging, retention and retrieval of Branch documents. Assists in the coordination of department staff services, such as training, purchasing and office management to attain operational goals. May assist with department budget preparation and monitoring. Performs other duties as requested.

10

**WORKING CONDITIONS**

Requires ability to communicate effectively, both orally and in writing.  
This position is physically comfortable. The individual has discretion regarding sitting, standing, etc.

11

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year for year basis.

13

**MINIMUM LICENSE REQUIREMENTS**

None

14

**PREFERENCES**

Preference will be given to applicants with strong writing skills and experience in MSWord and Excel spreadsheets, Performance Impact. Knowledge of PowerPoint a plus. Experience with RCAs, Environmental items and Contract documents a plus.

15

**SELECTION/SKILLS TESTS REQUIRED**

However, the Department may administer a skill assessment evaluation.

16

**SAFETY IMPACT POSITION**

☐ Yes

☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20

\$1,442 - \$1,715 Biweekly

\$37,492 - \$44,590 Annually

18

**OPENING DATE**

October 19, 2005

19

**CLOSING DATE**

October 25, 2005

20

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (TDD) Phone Number is (713) 837-9471.

An equal opportunity employer